

Principle Business or profession: \_\_\_\_\_  
 Business Name (doing business as) \_\_\_\_\_  
 Employer ID \_\_\_\_\_  
 Business address: \_\_\_\_\_

Accounting Method                      Cash                      Accrual  
 Inventory Method                      Cost                      Lower cost or market                      other                      NA

Check if this is your first year in business                      **Yes**                      **No**

Did you make any payments in 2023 that would require you to file forms 1099

If "YES" did you or will you file 1099 (attach copies if filed)

<b>INCOME</b>	<b>AMOUNT</b>	<b>COST OF GOODS SOLD (buying product for resale)</b>	<b>AMOUNT</b>
1. Gross Receipts or sales		1. Beginning inventory	
(attach copies of 1099's,1099k)		2. Purchases for resale	
		3. Cost of items used personally	
		4. Materials and supplies	
		5. Merchant fees	
		6. Other costs	
		7. End of year inventory value	
<b>EXPENSES</b>			<b>AMOUNT</b>
1. Advertising( <i>webiste, FB ads, IG, flyers etc</i> )			
2. Commissions and fees			
3. Contract Labor			
4. Employee benefits programs			
5. Business Insurance( <i>Liability, Errors&amp;Omissions, etc. NO AUTO</i> )			
6. Interest ( <i>business loans,etc, NO PERSONAL CC INTEREST</i> )			
7. Legal and Professional( <i>Tax Prep Fees and other legal</i> )			
8. Office expenses			
9. Rent or lease ( <i>office</i> )			
10. Business equipment rental			
11. Repairs and maintenance			
12. Supplies			
13. Taxes and licenses( <i>business only NO ESTIMATED TAX PAYMENTS</i> )			
14. Travel			
15. Meals ( <i>entertainment no longer deductible</i> )			
16. Utilities( <i>office rental utilities</i> )			
17. Wages( <i>attach W-2's and W-3</i> )			
<b>Other:</b>	<b>AMOUNT</b>	<b>Misc Other(description)</b>	<b>AMOUNT</b>
19. Internet( <i>portion used for business</i> )		25	
20. Cell phone( <i>portion used for business</i> )		26	
21. Parking(business only)		27	
22. Dues & Subscriptions		28	
23. Client gifts 25\$ or less		29	
24. Education & seminars		30	

<b>*IF YOU USE YOUR VEHICLE FOR WORK*</b>	Fill out auto worksheet
<b>*IF YOU WORK FROM HOME*</b>	Fill out home office worksheet

**DEPRECIATION (Equipment over 500 per item needs to be depreciated)**

PROPERTY DESCRIPTION	COST	DATE ACQUIRED

Taxpayer Signature

Spouse Signature

Printed Name

Printed Name

Date

Date